



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION PROMOTIONAL JOB OPPORTUNITY LEAD RATE SPECIALIST – PURA – Utilities Regulation Division

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** DEEP EMPLOYEES ONLY

**Location:** Public Utilities Regulatory Division, 10 Franklin Sq., New Britain, CT

**Job Posting Nos:** 12345 & 67890

**Hours:** 8:00 – 4:30 PM

**Salary:** \$84,204 - \$107,758

**Closing Date:** April 13, 2016

**Eligibility Requirement:** Candidates must meet the General Experience (Eight (8) years of professional experience in electric, gas, water, telecommunications or cable television regulatory matters. One (1) year of the General Experience must have been in an advanced working level capacity. For State Employees, this is interpreted at the level of Associate Rate Specialist. Candidates on Reemployment/SEBAC lists will be given first consideration. ***Candidates who have previously applied do not need to reapply.***

### **Description of Duties:**

The successful candidate will be responsible for acting as a team leader for cases assigned to other employees. Incumbents in this class, maintain a constant workload of cases assigned to their own team leadership, and perform the following tasks:

- performs the most complex duties in investigating and researching rates of public utilities and analyzing rate structures;
- leads and/or supervises teams of professional technical employees on assigned rate applications and other cases;
- schedules, assigns, oversees and reviews work of assigned case teams;
- participates in hearings pertaining to rates and revenues or consumer service of electric, gas, cable television, water and sewage and telecommunications companies;
- may testify as an expert witness in court cases involving the PURA and may serve as an expert witness in PURA hearings;
- cross examines witnesses of utility companies;
- analyzes income statements pertaining to operating revenues and expenses of utility companies;
- reviews and analyzes bill frequency studies;
- performs special studies pertaining to or impacting rates and revenues;
- reviews and monitors various contracts of public utilities;
- establishes and maintains a database of public utility costs, demands, customer complaints, etc.;
- reviews rate and tariff schedules for compliance with regulations;
- reviews utility compliance with the PURA's Decisions;
- performs other tasks as necessary to meet the PURA's statutory responsibilities
- may act in place of their supervisor in that person's absence.

**Knowledge, Skills and Abilities:**

- considerable knowledge of and application of relevant state and federal laws, statutes and regulations;
- considerable knowledge of and ability to interpret public utility regulations and guidelines;
- considerable knowledge of business practices and operational procedures of public utility companies;
- considerable knowledge of principles and practices in field of rate making, rate structure design, rate cost analysis and allocation of revenues by classes of services including design and analysis of utility rates;
- considerable knowledge of methods and procedures for conducting public utility investigations regarding consumer complaints;
- knowledge of revenue audits and revenue allocation procedures; knowledge of computer and statistical packages;
- considerable oral and written communications skills;
- ability to utilize computer software; and databases.

**General Experience:**

Eight (8) years of professional experience in electric, gas, water, telecommunications or cable television regulatory matters.

One (1) year of the General Experience must have been in an advanced working level capacity. For State Employees, this is interpreted at the level of Associate Rate Specialist.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a *Bachelor's degree*.

A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirements:**

Incumbents in this class may be required to travel.

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a ([CT-HR-12 form](#)) Application for Employment, college transcript(s) and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection  
Human Resources Division  
79 Elm St.  
Hartford, CT 06106  
Attn: Ana Natal  
Telephone: (860)-424-3006  
Fax: (860)424-3896  
ana.natal@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.